

**CITIZEN'S INDEPENDENT TRANSPORTATION TRUST (CITT)
Compliance and Oversight Committee Meeting
Monday, January 12, 2004
Stephen P. Clark Center
111 NW 1st Street, 27th Floor Conference Room
5:30 PM**

Summary of Minutes

COMPLIANCE & OVERSIGHT COMMITTEE MEMBERS:

*Henry Lee Givens, Chairman
Marc Buoniconti
Harold Braynon, Jr.
Hon. John F. Cosgrove
Herminio Lorenzo*

MEMBERS PRESENT:

Henry Lee Givens, Chairman
Marc Buoniconti
Harold Braynon, Jr.
Hon. John F. Cosgrove

COUNTY ATTORNEY:

Bruce Libhaber

OTHERS PRESENT:

Hilda Fernandez, OCITT, Executive Director
Lourdes San Martin, San Martin Assoc.
Manuel Mejido, San Martin Assoc.
David Tinder, PWD
Betty Alexander, DBD
Patty David, OCITT
Joanna Santiago, OCITT
Alina Philipp, OCITT
Pepe Valdes, OCITT
Cathy Lewis, OCITT
Regina Sanilands, MDT
Marsha Jackman, DBD
Richard Clarence, DBD

ROLL CALL

With a quorum being present, Mr. Givens, Chairman, called the Compliance & Oversight Committee meeting to order at 5:35 p.m.

APPROVAL OF AGENDA

Mr. Givens requested a motion to approve the agenda. A motion was made by Mr. Cosgrove, seconded by Mr. Buoniconti and carried without dissent.

CITIZEN'S COMMENTS

None

APPROVAL OF MINUTES – December 15 & 16, 2003 Minutes

Mr. Givens requested a motion to approve the December 15 and 16, 2003 Minutes. Mr. Bouniconti moved approval; seconded by Mr. Cosgrove and carried without dissent.

OLD BUSINESS

Memorandum of Understanding (MOU) with the City of Hialeah

Hilda Fernandez, Executive Director, OCITT, reported that at the last Compliance and Oversight Committee meeting, the Committee approved a Memorandum of Understanding between the City of Hialeah and Miami-Dade County, through its Public Works Department (PWD), to develop a public works project which is listed in the PWD 2-year plan. The item was approved at the full CITT meeting on December 3, 2003 with the understanding that Mr. Grodnick, attorney representing the City of Hialeah, would meet with the appropriate County staff to discuss the inclusion of appropriation requirement for the contractor utilized by the City. Staff from the City of Hialeah met with the Department of Business Development (DBD) staff and the County Attorney's Office on the appropriate language that will be included in the contract.

Bruce Libhaber, Assistant County Attorney, added that he has reviewed the language and is awaiting approval from the parties concerned to include it in the contract. The City of Hialeah recognizes that the County has a CSBE and a Community Workforce goal of 18% and 10% respectively and they intend to meet that goal. In addition, they are authorizing DBD to audit and request any documentation in the future.

Betty Alexander, Division Director DBD, stated that they have met with the project manager of Hialeah and the contractor and they are aware of the goals required. The contractor has had contracts with the County, and is very familiar with the program. The contractor will be providing DBE with its list of CSBE.

STATUS – MUNICIPAL MINORITY PARTICIPATION PROGRAMS

Ms. Fernandez reported that at the last Compliance & Oversight Committee meeting it was requested that staff collect information from all municipalities on any minority participation program(s) they utilize in their city for procurement purposes. Staff has been working with the municipalities on the submission of documentation required as per their local Agreements with Miami-Dade County, prior to the December 31, deadline. To reduce any confusion, the request for the additional information was deferred until that

task is completed. The information will be provided to the committee as soon as possible.

Mr. Cosgrove suggested that the staff develop a short compliance form for each municipality certifying that they have the appropriate programs and forward that to DBD to review each municipalities program.

Mr. Givens stated that the County should include measures within all the MOU's. Mr. Cosgrove added that the CITT could include the appropriate measurements to all contracts as a condition of CITT's approval without BCC involvement. Mr. Givens noted that contracts that have been approved by the BCC and forwarded to the CITT for approval may not have any measures in place. In that instance, the only action the CITT can take is to reject the contract because it cannot amend the language that has already been approved to the MOU.

Mr. Libhaber clarified that this should only pertain to items relating to PTP projects.

Mr. Cosgrove moved to approve that staff draft a proposed resolution from the Compliance and Oversight Committee requesting that the Board of County Commissioners include minority participation to any MOU/JPA needing CITT approval. The draft resolution should be reviewed by Mr. Givens and forwarded to Mr. Cosgrove to place on the CITT agenda. The motion was seconded by Mr. Buoniconti and carried without dissent.

ACTION ITEMS

A. RESOLUTION APPROVING REQUEST FOR WAIVER OF COMPETITIVE BIDS AND APPROVAL OF CHANGE ORDER NO. 1 TO THE CONTRACT WITH H & R PAVING, INC. FOR QUALITY NEIGHBORHOODS IMPROVEMENT PROGRAM 2 (QNIP-2) RESURFACING CONTRACT NO. 6 (MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT PROJECT NO. 629902)

B. RESOLUTION APPROVING REQUEST FOR WAIVER OF COMPETITIVE BIDS AND APPROVAL OF CHANGE ORDER NO. TWO TO THE CONTRACT WITH H & J ASPHALT CO., INC. FOR QUALITY NEIGHBORHOODS IMPROVEMENT PROGRAM 2 (QNIP-2) RESURFACING CONTRACT NO. 5 (MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT PROJECT NO. 629901)

Ms. Fernandez recommended that the committee approve the PWD request for a waiver of competitive bids and approval of a change order No. 1 and No. 2 of a contract between the County and H & R Paving, Inc., and H& J Asphalt Co., Inc., respectively, for a total increase contract value of \$300,000 each. This will permit the use of these existing

contracts for the implementation of the PTP projects. The contracts have been reviewed and approved by the Department of Business Development, (DBD). A copy of a memo from Marsha Jackman was included in the agenda package.

Mr. Given requested a motion approving Agenda Items 7 A & B. The motion was approved by Mr. Buoniconti, second by Mr. Cosgrove and carried without dissent.

Ms. Fernandez stated that four items are not requesting additional funding, they are large contracts that exist with the four firms, and PWD is requesting a change of funding to commit the four contracts to be used for PTP projects. They are already participating in the community business enterprise program and do not require further review by DBD.

Lourdes San Martin, President of San Martin Associates, commented that her firm has gone through the Selection Process composed of different county representatives. The Selection committee ranked her firm number one. The RFP was initially for two firms and the recommendation of the Selection Committee was awarded to four different firms.

C. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH SAN MARTIN ASSOCIATES, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS

D. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH CES CONSULTANTS, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS

E. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH CIVIL-CADD ENGINEERING, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS

F. RESOLUTION APPROVING THE PUBLIC WORKS DEPARTMENT'S USE OF THE GENERAL ENGINEERING CONSULTANT SERVICES CONTRACT WITH NETWORK ENGINEERING SERVICES, INC. FOR PEOPLE'S TRANSPORTATION PLAN (PTP) PROJECTS

Marsha Jackman, Director, DBD, explained that the process for change orders is reviewed by the DBD - Compliance Division. If there are any violations, it is her responsibility to inform the respective departments of the violation. She is confident that all the items are in compliance.

Mr. Givens requested a motion to approve the Agenda Item 7 C-D-E and F. Mr. Braynon, Jr., moved approval, seconded by Mr. Buoniconti and carried without dissent.

CITIZEN'S COMMENTS

None

Mr. Buoniconti asked if the County also reviews that the ADA standards are being followed. Ms. Fernandez responded that there is a department that reviews Architecture contracts for ADA compliance. In addition, MDT does have a division that reviews ADA compliance requirements. Mr. Tinder also noted that PWD does have an ADA coordinator that reviews those contracts. Cathy Lewis, Chief of Office of Civil Rights, MDT, stated that her staff reviews all the contracts and adds the appropriate ADA language that is required.

ANNOUNCEMENTS

Mr. Givens said that he would like to meet with Ms. Fernandez on a process for reviewing the contracts in order to reduce the amount of paperwork and to include only section that pertains to the Compliance and Oversight Committee.

Mr. Givens asked Ms. Jackman to make a presentation explaining the set aside program at the next CITT meeting.

Ms. Fernandez introduced Joanna Santiago who will be the OCITT liaison to the DBD.

ADJOURNMENT

The Compliance & Oversight committee meeting adjourned at 6:45 p.m.